

**UNITED STATES DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
NATIONAL BUSINESS CENTER  
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DENVER, COLORADO 80225-0047**

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**To:** All Washington Office and Field Officials  
Attn: All Employees

**From:** Director, National Business Center

**Subject:** Clarification of Mandatory Use of a Travel Management Center

**Program Area:** Travel

**Purpose:** This bulletin is to clarify to all the Bureau of Land Management (B.M.) travelers the Federal Travel Regulation 41 CFR. 301-73.102, mandatory use of a Travel Management Center (TMC), as communicated in BC IB-2001-021, dated December 27, 2000. There have many questions directed to the B.M. National Business Center regarding this subject. In response to these questions, we have compiled the most frequently asked questions and included them below.

**Q1. I have already made my hotel reservation for a trip before this regulation took effect. Do I need to let Omega know about my existing hotel reservation?**

A. No, this regulation is for new travel arrangements made on or after January 1, 2001.

**Q2. I am attending a conference/ training class and the hotel has blocked rooms for our use. Do I need to call Omega to reserve this room?**

A. No, the General Services Administration (GSA) has stated that this regulation was not intended to apply to conferences or activities where blocks of rooms have been reserved. The GSA is planning to publish a clarification on this point.

**Q3. Do I need to use Omega if I am planning a conference?**

A. No, please refer to the answer in question Q2.

**Q4. Do we get charged a transaction fee for hotel or car reservations?**

A. No, the only time we will be charged a transaction fee is when airfare is booked. Hotel and rental car reservations do not incur a transaction fee.

**Q5. I am traveling by government vehicle to a location near my duty station. Do I need to use Omega for my hotel room reservation?**

A. Yes, when it is possible and practical to do so. We realize that many times this is not practical.

**Q6. If I am unable to use Omega for my reservations will this affect my travel reimbursement?**

A. No.

**Q7. Does this mean that I cannot stay at my favorite hotel?**

A. No, Omega will book you a room at any hotel you request, assuming rooms are available at the government rate.

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